

# **CIW National Advisory Board Recruitment of a Chair Candidate Information Pack**

**September 2019**

## 1. Care Inspectorate Wales

Care Inspectorate Wales (CIW) is the independent regulator of social care and childcare in Wales. We register, inspect and take action to improve the quality and safety of services for the well-being of the people of Wales. Services regulated and inspected by CIW include:

- Care homes services (adults and children)
- Domiciliary support services
- Adult placement services
- Secure accommodation services
- Residential family centre services
- Adoption services
- Fostering services
- Advocacy services
- Childminders
- Day Care (including Play) for children under twelve

CIW inspects boarding schools, residential special schools and further education colleges which accommodate students under 18. We also inspect local authority social services in Wales and conduct national reviews to monitor how well services are performing.

CIW carries out functions on behalf of Welsh Ministers but has operational independence from the Welsh Government.

CIW has 283 staff who are located across three offices in Wales - Carmarthen, Llandudno Junction and Merthyr Tydfil.

## 2. National Advisory Board

The National Advisory Board (the Board) provides a voice for people in the way we do our work.

The Board includes members from across childcare, social care and voluntary sectors as well as members of the general public including carers, and people who use services we regulate.

The Board provides expertise and advice to help us to improve the quality and safety of social care and childcare services for the well-being of the people of Wales.

It also helps to set our [strategic priorities](#); monitors and challenges our delivery and performance levels; and helps raise awareness of our work.

The Board Terms of Reference are attached at **Annex A**.

### 3. Role of the Chair

The Chair should be a committed and enthusiastic individual who can make a positive difference to our work.

The Chair will lead the Board in monitoring and scrutinising CIW's work to help us deliver our organisational goals and priorities for 2020-23 and beyond.

As Board Chair, you will work closely with the Chief Inspector of CIW and the senior management team. Secretariat support for the Board is provided by CIW.

You will be expected to attend and chair all Board meetings. Meetings are held three times a year and are usually held in the Welsh Government offices in Cardiff, Carmarthen and Llandudno Junction. Meetings are normally scheduled from 10:30 to 14:30. The Chair and Chief Inspector of CIW will agree meeting dates before the beginning of each calendar year.

In addition to Board meetings, you will be expected to meet with the Chief Inspector before each Board meeting to discuss and agree proposed agenda items. After each meeting, the Board Secretariat will draft a minute of the discussions for your review prior to circulation to Board members.

### 4. The Application Process

Please submit a **personal statement of no longer than two sides of A4** which answers the following three questions:

- **Question 1** – What attracts you to the role of Chair of the CIW National Advisory Board?
- **Question 2** – What skills do you have to support and highlight the profile of CIW?
- **Question 3** – In [A Healthier Wales](#), the Welsh Government has set out a shared plan for health and social care. What is your experience of the social care; childcare and/or healthcare sector?

We welcome applications in Welsh or English. When submitting your application please provide your email address and telephone number as well as your place of work and current role, if applicable.

Applications should be submitted by no later than midday on **30 September 2019** by email to [CIW.ChiefInspectorOffice@gov.wales](mailto:CIW.ChiefInspectorOffice@gov.wales) or by post to: Chief Inspector's Office, Care Inspectorate Wales, Welsh Government, Rhydycar Business Park, Merthyr Tydfil, CF48 1UZ.

## **5. The Selection Process**

A selection panel will assess your personal statement and undertake an initial sifting exercise. You will be notified by the Board Secretariat if your application has been successful / unsuccessful at this stage.

Successful applicants will be invited to attend an informal discussion with the selection panel to discuss their suitability for this role. This will take place in person or via video link and will be held in late October / early November.

Candidates will be notified of the selection panel's decision by early November. The new Chair will be formally announced at the Board meeting in Cardiff on 19 November.

## **6. Queries**

If you wish to have an informal discussion about this role or have any queries on the appointment process, please contact the Board Secretariat by email on: [CIW.ChiefInspectorOffice@gov.wales](mailto:CIW.ChiefInspectorOffice@gov.wales)

## **7. Terms of Appointment**

### **Remuneration**

This is an unpaid, voluntary position but travel and subsistence costs (expenses) will be reimbursed.

### **Time commitment**

Approximately five working days a year including three Board meetings (held in different locations across Wales).

### **Length of service**

The Chair will be appointed for up to two three year terms.

## **CIW National Advisory Board Terms of Reference**

### **Role of the National Advisory Board**

1. The National Advisory Board (the Board) provides expertise and advice to help support Care Inspectorate Wales (CIW) to improve the quality and safety of social care and childcare services for the well-being of the people of Wales.
2. The Board will:
  - Be a voice for citizens and stakeholders by sharing knowledge and insight into what care and social services are like.
  - Help CIW set its strategic priorities and develop its work plans.
  - Monitor and challenge CIW's delivery and performance levels.
3. The Board will also raise awareness of CIW's work through their own networks and channels.

### **Membership**

4. The Board will comprise of a Chair with a maximum of 25 members.
5. Members are chosen to reflect the different regions of Wales, the range of care and social services regulated by CIW and the cultural and linguistic diversity of the people of Wales.
6. Board members provide a range of skills and experience, including:
  - Social care, medical and nursing services.
  - Local authority social services and the National Health Service.
  - Relevant voluntary sectors or community groups.
7. Appointments to the Board will be made by the Chair and the Chief Inspector.
8. The Chair and other members will be appointed for up to two three year terms initially, and considered for renewal at the end of the second term.

### **Attendance**

9. The Board will meet three times a year with meetings held across Wales
10. If members are unable to attend a meeting, they will notify the secretariat in advance.

11. A member's position on the Board will be discontinued if they are absent without the permission of the Chair for three consecutive meetings

12. If a member wishes to resign they must do so by writing to the Chair.

### **Conduct**

13. Members will promote and demonstrate the values of CIW (integrity; respect; caring; fair; professional) and respect the Seven Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; leadership).

14. Meetings must provide opportunities for all members to contribute to discussions and decision making processes.

### **Conflicts of interest**

15. Members must declare any personal or business interests which may, or may be perceived to, influence their judgements in their role as a Board member.

16. If a particular matter gives rise to a potential conflict of interest, the member is required to inform the Chair in advance and withdraw from discussions or consideration of that matter.

17. The Board secretariat will maintain a Register of members' interests.

### **Expenses**

18. Board members will be reimbursed reasonable travel, subsistence and carers expenses incurred when attending meetings.

19. Claims must be submitted to the Board secretariat, including relevant receipts.

### **Secretariat**

20. CIW will provide secretariat support to the Board including commissioning of agenda items and papers by circulating a draft agenda in advance.

21. The Chair and Chief Inspector of CIW will be responsible for arranging and approving the agenda.

22. CIW will provide Board members with timely and relevant information so that members can give appropriate advice and recommendations.